



STATE OF ALABAMA
DEPARTMENT OF MENTAL HEALTH
RSA UNION BUILDING
100 NORTH UNION STREET
POST OFFICE BOX 301410
MONTGOMERY, AL 36130-1410
WWW.MH.ALABAMA.GOV



Kay Ivey
Governor

Kimberly G. Boswell
Commissioner

EMPLOYMENT OPPORTUNITY

JOB TITLE: MH Administrative Assistant VII

OPEN DATE: 04/28/2023

CLOSE DATE: 05/26/2023

JOB LOCATION: Department of Mental Health
RSA Union Building
100 North Union Street
Montgomery, AL

NUMBER: 23-31

JOB CODE: G7000

SALARY

- Range 68 (\$35,092.80 - \$58,692.00 Annually).
- Salary will be commensurate with experience. Limitations apply to current State employees.

BENEFITS

- 12 paid holidays.
- 1 personal leave day accrued each January.
- 13 sick leave days.
- 13 annual leave days accrued in the first year of employment.
- Longevity bonus annually after 5 years of employment.
- Very low-cost health and dental insurance through the [Alabama State Employee Insurance Board](#).
- Defined retirement benefit (not impacted by economic downturns) and a pre-retirement death benefit through the [Retirement Systems of Alabama](#).
 - After 1 year, the minimum amount of the pre-retirement death benefit paid to your designated beneficiary is at least equal to your current or previous fiscal year annual salary.

MINIMUM QUALIFICATIONS

- High school diploma or GED equivalency, preferably supplemented by courses in typing and/or business practice.
- 72 months or more months experience in responsible experience in office work, including...
- 24 months or more in supervision or administrative matters requiring decision-making responsibility.

KIND OF WORK

- Provides administrative support to the Alabama Department of Mental Health Commissioner's Administrative Assistant.
- Serves as Administrative Assistant to the ADMH Chief of Staff.
- Greets visitors, the governor's staff, cabinet members, consumers, families, and the general public.
- Reviews and approves the Commissioner's departmental in-state and out-of-state travel manner.
- Receives incoming calls, takes messages, and makes referrals.
- Maintains supplies and inventory and prepares purchase orders and supply requisitions for the Commissioner's Office.
- Provides clerical support including typing correspondence, faxing, copying, and scanning documents.
- Maintains the filing system for the Commissioner, Chief of Staff, and the Director of Legislative and Constituent Affairs.
- Opens, stamps, and organizes incoming mail.



- Prepares agenda and information packet for meetings.
- Records, composes, and distributes meeting minutes.
- Participates in special projects as requested such as internet-based research or editing of correspondents, memorandums, and other reports.
- Performs other duties as required to ensure that the routine functions are carried out for the Commissioner's Office.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the Mental Health Delivery System.
 - Knowledge of ADMH policies and procedures.
 - Knowledge of general office practices, procedures, and equipment.
 - Ability to compose letters and other documents with only general instructions.
 - Ability to communicate effectively, both verbally and in writing.
 - Ability to manage and maintain confidential information.
 - Ability to proficiently operate a computer, specifically Microsoft Office and the internet.
 - Ability to plan, organize, prioritize, and present information in an orderly manner.
 - Ability to utilize appropriate telephone etiquette, good listening skills, and good interpersonal skills.
- Ability to interact professionally with various individuals including executives, employees, and the general public.

METHOD OF SELECTION

- Applicants will be rated based on an evaluation of their job-related training, abilities, experience, and education, and should provide adequate work history identifying experiences related to the duties and minimum qualifications as mentioned above.
- All relevant information is subject to verification.
- **Drug screening and security clearances will be conducted on prospective applicants being given serious consideration for employment whose job requires direct contact with patients.**

[Click Here to Apply Now:
https://laserfiche.alabama.gov/Forms/ADMH-Job-Application](https://laserfiche.alabama.gov/Forms/ADMH-Job-Application)

Only work experience detailed on the application will be considered. Applications should be submitted by the deadline to be considered. Announcements open until filled will remain open until a sufficient applicant pool is obtained. Applications should be submitted as soon as possible to ensure the application will be considered for the position. Copies of License/Certifications should be uploaded with your application. A copy of the academic transcript is required. Appointment of successful candidate will be conditional based on receipt of the official transcript provided by the school, college, or university.